

TOWN OF LITCHFIELD
PLANNING BOARD
HOME OCCUPATION PERMIT
APPLICATION

Important! Applicant must complete, sign and file six copies with the Planning Board along with the \$50.00 application fee and \$10.00 per abutter. In addition, all permitted home occupations must register with the Planning Board each year. Registration forms are mailed to home occupation permit holders each year. Applicants must submit the renewal form with a \$25.00 fee but need not appear before the Planning Board unless changes in the business have occurred. Questions please call the planning office 424-2131.

Name of Applicant _____

Address _____

Phone Number and e-mail address _____

Owner of Property Name and Address _____

Owner's Phone Number _____

Tax Map # _____ Lot # _____ Zoning District _____

Proposed Business _____

Number of employees including owner _____

Square feet devoted to business _____ (Attach drawing of floor plan of home showing area intended for business use and layout showing driveway and lot dimensions.)

Parking Provision – Attach drawing, Traffic Trips Generated (per week) _____ Show External Lighting on plan

Will a sign permit be requested? Yes No (If yes, submit separate sign application.)

Are any home occupations already permitted at the site? Yes No If yes, explain. _____

Applicant's Signature: _____ Date: _____

Application Fee New Permit \$50.00 \$ _____

Abutter Fees \$10.00 x (the total number of abutters – including yourself) _____

Advertising Fees _____

TOTAL FEES \$ _____

*****OFFICE USE ONLY*****

Date Received _____ Hearing Date _____ Approved _____ Denied (circle one)

Signed _____ Date _____

Planning Board Chairman